

# Human Resource Services for Managers & Supervisors

ESI EAP offers front-line supervisors and managers tools and services to help deal with important compliance and liability issues. Our EAP provides an important adjunct to your internal Human Resource staff.

In addition to our employee-focused services designed to help employees with disruptive life problems, we offer extensive management-focused solutions to help you maximize productivity. Plus, you have access to an extensive library of work-and life-improvement trainings, including many designed to strengthen your managerial skills.



## HR/Supervisor Consultation

Consultations are available in virtually every critical area of human resource management. You and your managers can access Counselors and Senior Professionals in Human Resources (SPHR) for complex employee issues requiring specific HR expertise. Account Managers are also available for consultation regarding benefits, EAP awareness strategies, training recommendations and other operational questions.



## Supervisor Resource Center

ESI offers a robust online self-help Supervisor Resource Center covering ESI orientation and tools to help get the most out of your EAP; also, HR topics such as hiring, recruiting, onboarding, FMLA, sexual harassment, workplace & domestic violence, HR news, and emerging issues.



## Management Training

To improve the performance of managers and supervisors, ESI offers thousands of online courses on regulatory compliance, supervisory skills, team leadership, and more. Courses cover topics such as leading remotely, new supervisor fundamentals, conflict management, painless performance conversations, time management, and proper hiring and termination procedures. Courses are available 24/7/365 in a variety of easy-to-use formats.



## Trauma Response Service

If your organization experiences a serious traumatic event, our trained counselors are available. We provide virtual, on-site, and telephonic interventions by senior counselors with special expertise in dealing with traumatic events.



## Drug-Free Workplace and DOT Compliance Resources

Many employers recognize the value of maintaining a drug-free workplace; some employers – those in transportation-related organizations with “safety sensitive” positions – are legally mandated to comply with the Department of Transportation’s (DOT) Drug-Free Workplace requirements, including drug-testing. Whether for a mandatory program with compliance requirements such as DOT or a voluntary initiative, our consultants can help with resources for Drug-Free policy development, substance abuse awareness trainings, and employee treatment options.



## Administrative Referral Program

Our Administrative Referral Program is a formal process to address employee policy violations and unacceptable job performance. This process is geared to work with HR in conjunction with a progressive discipline process. Over 65% of referred employees have been restored to productivity through this program.



TotalCare EAP  
Public Safety EAP  
Educators' EAP  
Higher Ed EAP  
HealthCare EAP  
Union AP

© ESI Employee Assistance Group



800-252-4555  
www.theEAP.com

Scan to View Benefits